



601.05 Sheriff's Office Property

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

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601.05-1 Responsibility

- I. Hendry County Sheriff's Office members shall be responsible for the proper care and custody of assigned HCSO property.
- II. When Hendry County Sheriff's Office property reflects evidence of damage, not previously reported, the last person to use or have custody shall be deemed responsible.
- III. Hendry County Sheriff's Office members shall promptly report, lost, damaged, or inoperative property to an immediate supervisor.

601.05-2 Operation of Agency Vehicles

- I. HCSO Corrections Division members operating agency vehicles shall have in their possession their valid Florida Vehicle Operator's License.
- II. Vehicles shall be operated in compliance with state traffic laws, county ordinances, and HCSO Directives.
- III. Members shall operate vehicles in a legal, safe and courteous manner, and are subject to traffic citations when operating an agency vehicle and possible HCSO imposed disciplinary action.
- IV. Passengers shall be required by the vehicle operator to utilize all safety equipment and devices provided.
- V. HCSO vehicles shall be used for conveyance of inmates, members of the HCSO, and approved passengers as specified by the Jail Administrator, designee, or higher authority.
- VI. Vehicles shall be maintained in such condition as to be capable of safe operation, consistent with the intended and assigned use.
- VII. Unauthorized persons shall not operate a HCSO vehicle, except in the event of an emergency.

VIII. See also Section 607.16, Use of HCSO Vehicle and Personal Vehicles.

601.05-3 Accidents Involving Agency Vehicles

- I. Corrections Division members involved in an accident while operating an agency vehicle shall immediately notify his/her immediate supervisor and Telecommunications Shift Supervisor who will initiate the required response action.
- II. The scene of the accident shall be preserved unless preservation will be detrimental to the safety of persons or will deter emergency activities.
- III. A written report shall be made of all accidents by all members involved and forwarded through their chain of command to the Jail Administrator.
- IV. HCSO vehicle accidents shall be investigated as stipulated in the *HCSO SOP Manual*.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards

FCAC:

N/A

PREA:

N/A

Forms:

N/A

Other Policy/ Procedure References:

607.16 Use of HCSO Vehicles and Personal Vehicles

HCSO SOP Manual